



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### BUREAU OF SPECIAL EDUCATION SECRETARY 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current Secretary 1 examination list

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:00 a.m. – 5:00 p.m.

**Salary:** \$39,061 – \$51,255

**Closing Date:** September 28, 2012

#### **ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

#### **GENERAL KNOWLEDGE:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

#### **EXAMPLE OF DUTIES:**

This individual will be responsible for a full range of duties that include: greeting and directing visitors; providing general information in response to telephone calls; composing routine correspondence using a typewriter, word processor, or other automated equipment; proofreading correspondence; scheduling meetings; reviewing, routing and prioritizing mail; organizing and maintaining filing systems; making travel arrangements; preparing a variety of forms, including travel authorizations, travel reimbursements, internal purchase requisitions, receiving reports, requisitions for supplies, etc.; and other related duties as may be required.

#### **GENERAL EXPERIENCE:**

Two (2) years' experience above the routine clerk level in office support or secretarial work.

#### **SUBSTITUTIONS ALLOWED:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent professional letters of reference to:

**State Department of Education  
Bureau of Special Education  
165 Capitol Avenue, Room 303  
Hartford, CT 06106  
ATTN: Tracey Wheeler  
TEL: (860) 713-6550  
FAX: (860) 713-7022  
E-MAIL: [tracey.wheeler@ct.gov](mailto:tracey.wheeler@ct.gov)**

**All required documents must be submitted to be considered for interview.**

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator. State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101 [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”

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